



June/2009

Short Tender Notification No. June/2009

COMPUTER SUPPORT GROUP

Item No. CSG 04 : Laser Printers & Scanners

BIDDER'S COPY

INSTRUCTIONS TO BIDDERS

1. This document set contains the following:

a) Terms and conditions of the Tender	-	Pages 2 & 3
b) Details of the Firm offering this Quote	-	Page 4
c) Quotation form (Price Bid)	-	Page 5 to 11
d) NIT-T's check list copy	-	Page 12
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully the list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
6. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". In particular mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
You are now ready to fill in the checklist for the documents that are duly completed and signed. Put this filled in check list along with the signed "**Terms & Conditions Form**" and "**Details of the Firm offering this quote**" in a Cover.
7. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: June/2009 Item No. CSG04 : Laser Printers & Scanners**" so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **July 3, 2009 at 2.30 p.m.**
8. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015"
9. **DO NOT VISIT US WITHOUT OUR CONCURRENCE.**

Last Date for receipt of tender at NIT-T : **July 3, 2009 at 2.30 PM**
Opening Date for Tender : **July 3, 2009 at 3.30 PM**

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
 - b. Form of "**Foreign Firms details**"
 - c. Pamphlets, if any.
2. Quotation Form (Technical & Price Bid)

Please retain this page with you for your future reference.

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“TERMS AND CONDITIONS FORM”

**IMPORTANT : READ ALL THE FOLLOWING TERMS AND CONDITIONS AND
SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

1. The offers should be addressed to “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed **“QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: June/2009 Item No. CSG04 : Laser Printers & Scanners”** so as to reach us on or before **2.30 p.m. on July 3, 2009.**
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders will be opened on **July 3, 2009 at 3:30 p.m.** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educational Cess, and 4% Import Additional Duty.
7. The Institute is not authorized to issue C and D forms of Sales tax certificate.
8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. NIT-T shall pay Customs duty if any.
9. If the price quoted is in foreign currency and if the order value is more than US\$12,000 then 100% payment will be made through **Letter of Credit (LC) at sight on acceptance.** If the order value is less than US\$12,000, then 100% payment will be through a Telegraphic Transfer (TT). **The bank charges outside India should be borne by the Supplier / Beneficiary. Part shipment not allowed.** If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
10. No revision of the price bid will be allowed once the price bids are opened.
11. No increase in price will be allowed after our firm orders are placed.
12. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.
14. The delivery period and other terms should be clearly mentioned.
15. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.

SIGNATURE WITH DATE

SEAL OF THE FIRM



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16. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and unauthorised contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
19. The tender should be made only on the "Technical compliance form" & "Quotation form" which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
20. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
22. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 2% of purchase order value (equipments) in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.**
23. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.
24. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
25. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
26. The rate contract period is for July 2009 to June 2010 for new requirements / expansion as and when it arises. The vendors participated in the tender are expected to renew their offers whenever requested (once in six months).
27. The order will be based on the actual requirement at the time of ordering.
28. In case if any specific make or model is specified by NIT-T then in that case quote should be for the same.
29. One sample product with the same specification as quoted should be supplied for testing and benchmarking, if requested at your cost.
30. NIT-T reserves the right to modify or alter the specifications in the next quarter or after short listing of tenderers.
31. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
32. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:

SIGNATURE WITH DATE

SEAL OF THE FIRM



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Item No. CSG 04 : Laser Printers & Scanners
ADDRESS :

“DETAILS OF THE FIRM OFFERING THIS QUOTE”

(Write or print or type in block letters and please answer all the questions)

1. Name of the firm:

2. Date of incorporation:

3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:

4. Specify the number of years in this line of activity by the company: **No. of years in this line of activity**

5. Quantity of sales in the last three years for the Laser Printers & Scanners (on rate contract basis):

2006-2007	2007-2008	2008-2009
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs):

2006-2007	2007-2008	2008-2009
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center:

8. What would be the delivery period in days from the date of placement of an official purchase order:

9. Enclose the list of customers to whom you have supplied “Laser Printers & Scanners” during the last 3 years ending 31/03/2009 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the “Laser Printers & Scanners” from the minimum three end users should be furnished.

10. Are you the manufacturer / authorized dealer / distributor / reseller for the product quoted:

11. Have you supplied any Printers to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference

12. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

Item No. CSG 04 : Laser Printers & Scanners

TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE :

Item No.	N.I.T.T'S SPECIFICATION	Make & Warranty	Unit Price Quantity 1- 24	Unit Price Quantity 25+
Type-1: Entry Level A4 Mono Laser Printer (14 PPM)				
1.	HP LaserJet P1007 or equivalent 14 ppm, 600x600 dpi, 2MB RAM, 266 MHz, USB 2.0 Media size 147 x 211 to 216 x 356 mm, Instant on technology, Should work with Windows XP/Vista / Mac OS with one-year on-site comprehensive warranty			
Type-2: Low-End A4 Mono Laser Printer (16 PPM)				
2.	HP LaserJet P1008 or equivalent 16 ppm, 600 X 600 dpi, 8MB RAM, 266 MHz, USB 2.0 Media Size 76 x 127 to 216 x 356mm 10 sheets priority tray, Should work with Windows XP/Vista / Mac OS with one-year on-site comprehensive warranty			
Type-3: Mid-Range A4 Mono Laser Printer (23 PPM)				
3.	HP LaserJet P1505n or equivalent, 23 ppm, 600 X 600 dpi, HP PCL 5e, 8MB RAM, 266 MHz, USB 2.0, Fast Ethernet, Media size 76 x 127 to 216 x 356 mm, 10 sheets priority tray, Should work with Windows XP/Vista Windows Server 2003 / Mac OS, with one-year on-site comprehensive warranty			
Type-4: High-End A4 Duplex Mono Laser Printer (30 PPM)				
4.	HP LaserJet P2035 or equivalent, 30 ppm, 1200 x 1200 dpi, 266 MHz, 16MB RAM, 76 x 127 to 216 x 356 mm, 60 to 160 g/m ² , HP PCL 5e, USB 2.0, IEEE 1284-B compliant parallel port, 6 LED lights, 50 sheets multipurpose tray, Should work with Windows XP/Vista Windows Server 2003 / Mac OS, with one-year on-site comprehensive warranty			

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TIRUCHIRAPPALLI - 620015

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Item No. CSG 04 : Laser Printers & Scanners

TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.T'S SPECIFICATION	Make & Warranty	Unit Price Quantity 1- 24	Unit Price Quantity 25+
Type-5: High-End A4 Duplex Mono Laser Printer (33 PPM)				
5.	<p>HP LaserJet P2055d or equivalent 33 ppm, 1200 x 1200 dpi, USB 2.0, Ethernet, 64MB RAM, Automatic two-side printing, Duplex printing, 600MHz, HP PCL 5e, HP PCL 6, HP Postscript level 3, Media Size 76 x 127 to 216 x 356 mm, 60 to 160 g/m², 50 sheets multipurpose tray, 2 input tray, Should work with Windows XP/Vista Windows Server 2003 / Mac OS with one year on-site comprehensive warranty</p>			
Type-6: High-Speed A4 Mono Laser Printer (50 PPM)				
6.	<p>HP LaserJet 4015X or equivalent 50 ppm, 1200x1200 dpi, 4-Line LCD display, 3 LED indicators, 128MB RAM, Automatic two-side printing, Duplex printing, 540 MHz, HP PCL 6, HP PCL 5e, HP Postscript level 3 emulation, direct PDF, 3 paper trays, Media Size 76 x 127 to 216 x 356 mm, Media Weight 60 to 200 g/m², Should work with Windows XP/Vista Windows Server 2003 / Mac OS, USB 2.0 port, HP Jetdirect Gigabit Ethernet, with one year on-site comprehensive warranty</p>			
Type-7: High-Speed A4 Mono Laser Printer (60 PPM)				
7.	<p>HP LaserJet 4515X or equivalent 60 ppm, 1200x1200 dpi, 4-Line LCD display, 3 LED indicators, 128MB RAM, Automatic two-side printing, Duplex printing, 540 MHz, HP PCL 6, HP PCL 5e, HP Postscript level 3 emulation, direct PDF, 3 paper trays, Media Size 76 x 127 to 216 x 356 mm, Media Weight 60 to 200 g/m², Should work with Windows XP/Vista Windows Server 2003 / Mac OS, USB 2.0 port, Gigabit Ethernet, with one year on-site comprehensive warranty</p>			

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Item No. CSG 04 : Laser Printers & Scanners

TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.T'S SPECIFICATION	Make & Warranty	Unit Price Quantity 1- 24	Unit Price Quantity 25+
Type-8: Mid-Range A3 Mono Laser Printer (35 PPM)				
8.	HP LaserJet 5200 DTN or equivalent 35 ppm, 1200 dpi, 128MB RAM, 460 MHz, Automatic two-side printing, Duplex printing, A3 Size, 3 paper trays, 76.2 x 127 mm to 312 x 470 mm, 60 to 199 g/m ² , HP PCL 6, HP PCL 5e, HP Postscript Level 3 emulation, USB 2.0 port, IEEE-1284 parallel port, Fast Ethernet, Should work with Windows XP / Vista / Windows 2003 Server, Mac with one year on-site comprehensive warranty			
Type-9: High-End A3 Mono Laser Printer (50 PPM)				
9.	HP LaserJet 9050DN or equivalent 50 ppm, 1200 dpi, 533 MHz, 128MB RAM, 98 x 191 to 312 x 470 mm, 64 to 216 g/m ² , 3 paper trays, Automatic two-side printing, Duplex printing, A3 Size, IEEE-1284 parallel port, Fast Ethernet, HP PCL 6, HP PCL 5e, HP Postscript Level 3 emulation, PDF v 1.3 emulation, HP PjL, PML, Should work with Windows XP / Vista, Mac with one year on-site comprehensive warranty			
TYPE-10: Entry-Level A4 COLOR Laser Printer (8 PPM)				
10.	HP CLJ CP 1215 or equivalent 8 ppm (color), 12ppm (black), 600 X 600 dpi, 16MB RAM, 264 MHz, USB 2.0, Media Size 76 x 127 to 216 x 356 mm, 60 to 176 g/m ² , Should work with Windows XP/Vista Windows Server 2003, with one year on-site comprehensive warranty			
TYPE-11: Mid-Range A4 COLOR Laser Printer (8 PPM)				
11.	HP CLJ CP 1510n or equivalent 8 ppm (color), 12ppm (black), 600 X 600 dpi, 96MB RAM, 450 MHz, two paper trays, Media Size 76 x 127 to 216 x 356 mm, HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, USB 2.0, Fast Ethernet wired networking, Should work with Windows XP/Vista Windows Server 2003 / Mac OS, with one year on-site comprehensive warranty			

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TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.T'S SPECIFICATION	Make & Warranty	Unit Price Quantity 1- 24	Unit Price Quantity 25+
TYPE-12: Mid-Range A4 COLOR Laser Printer (20 PPM)				
12.	HP CLJ CP 2025dn or equivalent 20 ppm (color), 600 X 600 dpi, 128MB RAM, 540 MHz, two paper trays, Media Size 76 x 127 to 216 x 356 mm, 60 to 163 g/m ² , HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, USB 2.0, Fast Ethernet wired networking, Should work with Windows XP/Vista Windows Server 2003 / Mac OS, with one year on-site comprehensive warranty			
TYPE-13: High-End A4 COLOR Laser Printer (41 PPM)				
13.	HP CLJ CP6015 or equivalent 41 ppm (color), 1200 X 600 dpi, 512MB RAM, 835 MHz, USB 2.0, Duplex, Gigabit Ethernet wired networking, with one year on-site comprehensive warranty			
TYPE-14: High-End A3 COLOR Laser Printer (27 PPM)				
14.	HP CLJ 5550 DN or equivalent 27 ppm (color), 600 X 600 dpi, 160MB RAM, USB 2.0, Automatic two-side printing (Duplex printing) Fast Ethernet wired networking, with one year on-site comprehensive warranty			
TYPE-15: Entry-Level A4 Multi-Function ALL-IN-ONE (Print/Scan/Copy/FAX) 18 PPM				
15.	HP LaserJet M1319 or equivalent 18 ppm print, copy, 32 MB RAM, 240 MHz, 600 X 600 dpi, Scan: Sheet feed, 24-bit, Copy: 25 to 400%, 99 copies FAX: 3 sec, 500 pages memory, Media Size 105 x 148 to 216 x 381mm, Should work with Windows XP/Vista Windows Server 2003 / Mac OS USB 2.0, with one year on-site comprehensive warranty			

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TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.'S SPECIFICATION	Make & Warranty	Unit Price Quantity 1- 24	Unit Price Quantity 25+
TYPE-16: High-End A4 Multi-Function ALL-IN-ONE (Print/Scan/Copy/FAX) 23 PPM				
16.	HP LJM1522nf MFP or equivalent 23 ppm, 64 MB RAM, 450 MHz, Media Size 127 x 127 to 216 x 381 mm, 60 to 163 g/m ² , FAX, Scan, 10/100 wired Ethernet, USB 2.0, HP PCL 6, HP PCL 5, HP postscript level 3 emulation, SCAN: Flatbed, ADF, 24-bit, 1200 x 1200 dpi, Readiris PRO, Copy: 25 to 400%, 99 copies, FAX: 3 sec, 10/100Base-T ethernet network card, Should work with Windows XP/Vista Windows Server 2003/Mac OS/ SuSE Linux/Red Hat Linux/NetWare / Solaris with one year on-site comprehensive warranty			
TYPE-17: Entry-Level Scanner				
17.	HP Scanjet G3110 or equivalent 4800 dpi, 210 x 297mm, 48-bit, USB 2.0, Built-in slide and negative adapter, Scan speed in preview 11sec, Scan speed (OCR, A4) 30sec, Scan file format PDF, TIFF, JPG, BMP, GIF, RTF, TXT, HTML, Should work with Windows XP/Vista / Mac OS with one year on-site comprehensive warranty			
TYPE-18: Mid-Range Scanner				
18.	HP Scanjet G4050 or equivalent 4800 dpi, 216x311mm, True 96-bit, USB2.0, built-in slide&negative adapter, Scan speed in preview mode 8.5 sec, Scan file format PDF, TIFF, JPG, BMP, GIF, RTF, TXT, HTML Should work with Windows XP/Vista / Mac OS with one year on-site comprehensive warranty			
TYPE-19: High-End Scanner				
19.	HP Scanjet N8420 or equivalent 600 dpi, 216 x 356 mm, True 48-bit, with 100 sheets Automatic document feeder (ADF), ADF Color Scan speed up to 20ppm and 40ipm, USB2.0, OCR software, Scan file format BMP, JPG, TIFF, PDF, RTF, TXT, HTM, DOC, XML, XLS, XPS, Should work with Windows XP/Vista with on-site comprehensive warranty			

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TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.T'S SPECIFICATION	Make & Warranty	Unit Price Quantity 1- 24	Unit Price Quantity 25+
20.	HP N9120 scanner A3 Size Scanner 600 dpi, 297 x 420 mm (Flatbed), 297 x 860 mm (ADF), True 48-bit, Scan speed ADF up to 50 ppm/100 ipm Preview scan speed with in 5 sec, ADF 200 sheets input, USB 2.0 Scan file format PDF, TIFF, JPG, Should work with Windows XP/Vista / with one year on-site comprehensive warranty			
21.	A3 Size Scanner any make. 600 dpi, 297 x 420 mm (Flatbed), True 48-bit, USB 2.0 Scan file format PDF, TIFF, JPG, Should work with Windows XP/Vista / with one year on-site comprehensive warranty			
22.	Quote the Price for Additional 2 years on-site, comprehensive warranty for all the above products.	1.		
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Please provide following Details:

- a) If the Prices are in foreign currency, it should be C.I.F. Chennai Airport basis, specify:
- b) The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis.
- c) Enclose the Distributor / Reseller / Retailer certificate with the validity date. The offers received without the certificate will be rejected.
- d) Laser printers should be supplied as and when the demand arises.
- f) Payment of Bills will be after the acceptance of the printers and after the receipt of the bills / invoices along with advance stamped receipt.
- g) **The rate should be valid for July 2009 to June 2010.**
- h) The offer should be authorised by the Manufacturer.
- i) Delivery should be within 4 working days from the date of the indent.

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TIRUCHIRAPPALLI - 620015**

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NIT-T'S COPY (To be filled in and submitted by the bidder)

Last Date for receipt of tender at NIT-T : July 3, 2009 at 2.30 PM

Opening Date : July 3, 2009 at 3.30 PM

CHECKLIST TO BE FILLED IN BY BIDDER (Please make sure that these pages are filled and send duly signed)	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

SEAL OF THE BIDDER

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FOR NIT-T USE ONLY	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO
5. No. of enclosures	
6. Status of tender	Accepted for evaluation / Rejected
	REGISTRAR

SIGNATURE WITH DATE

SEAL OF THE FIRM